

Building Services
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Submittal Requirements for Communication Facilities (towers, antenna co-locates, antenna replacements and equipment buildings)

This is a living document and is subject to change from time to time as codes and ordinances or other requirements change

Pre-application Conference and Zoning Approval:

City of Salina:

1. A pre-application conference with City Planning staff person and
2. Zoning approval from the Planning Department prior to submittal of the building permit for new towers, antenna co-locates, antenna replacements and equipment buildings.

The City of Salina Planning Department contact is:

Dean Andrew, Director of Planning, City of Salina
300 W. Ash, P.O. Box 736
Salina, KS 67402-0736
Phone: (785) 309-5720
Fax: (785) 309-5713
email: dean.andrew@salina.org

Saline County:

New Towers:

1. A pre-application conference with County Planning Department staff and
2. Zoning approval from Saline County Planning Department prior to submittal of the building permit application.

Antenna co-locates and antenna replacements:

1. Approval from Saline County Planning Department (but no pre-application conference)

The Saline County Planning Department contact is:

David Neal, Planning and Zoning Director, Saline County
300 W. Ash, P.O. Box 5040
Salina, KS 67402-5040
Phone: (785) 309-5813
Fax: (785) 309-5811
email: david.neal@saline.com

Requirements Specific to the City of Salina:

- All Contractors must be licensed by the City of Salina in the appropriate category.
- The finished floor or lowest opening in buildings, platforms and electrical equipment must be at or **above** base flood elevation for installations in the floodway or flood fringe.
- An administrative permit or special permit may be required from the City of Salina Planning Department for new towers, co-locates & antenna replacements. A special permit approved by either the Planning Commission or City Commission is required for new towers above 120 ft. in height and in certain zoning districts. Contact the City of Salina Planning Department to determine which type of permit will be required. The fee for a City of Salina administrative permit is \$133.00 (\$140.00 eff. 1/1/15) payable at the time of application or \$500.00 for a special use permit payable at the time of application. (Fees subject to change; please consult staff prior to submittal to confirm current fee)
- Setbacks per City of Salina Zoning Ordinance Sec. 42-69.
- Parking per City of Salina Zoning Ordinance Sec. 42-69. Parking areas, and drives must be paved.
- The compound must be fenced. See Salina Zoning Ordinance Sec. 42-69.
- Landscaping per City of Salina Zoning Ordinance Secs. 42-69 & 42-65. is required except for towers located in I-2 and I-3 zoned districts. A landscape plan addressing all City of Salina landscaping requirements must be submitted with the site plan.
- Drawings for any new curb cuts and/or concrete to be placed in the right-of-way.
- A Temporary Use permit is required for C.O.W.s (Cell Towers on Wheels).

Requirements Specific to Saline County:

- A Zoning Compliance Certificate (ZCC) is required whether or not a conditional use permit is required. The fee for a ZCC is whatever the current adopted fee schedule requires.
- Demolition Bond for all new towers. The amount of the demolition bond is established by the Saline County Engineer.
- A conditional use permit is required for all new towers. A filing fee of \$150.00 payable to Saline County is required at the time of filing for a Saline County conditional use permit. If the tower is not occupied by at least one tenant for a continuous period of twelve months, the conditional use permit is void and the tower must be removed within 90 days of said period. The land must be restored entirely to its previous condition. In the event the lease is not renewed, the conditional use permit is void and the tower must be removed within 90 days of the lease expiration. The land must be restored entirely to its previous condition.
- All buildings and electrical equipment must be at or above **one foot above** base flood elevation for installations in the floodway or flood fringe.

- The tower must be located a minimum distance equal to the height of the structure from all public rights-of way.
- An entrance permit approved by the Saline County Engineer is required for all new driveway entrances off of a county road.
- The tower may not be used or partially used as a sign.
- Language must be submitted with submittal documents requiring the tower owner to annually submit contact information for all tower users to the Saline County appraiser's office.

General Requirements Applicable to all Locations:

Application for Wireless Communications Facility Building Permit:

A Wireless Communications Facility building permit application must be submitted for new towers, antenna co-locates, antenna replacements, temporary towers and antennas, cell towers on wheels (C.O.W.s) and the associated equipment and equipment buildings.

Building permits are not normally issued for antenna replacements when the replacement is identical to the original. The appropriate jurisdiction will be responsible for determining if a permit will be required / issued. Saline County is responsible for issuance of a Zoning Compliance Certificate prior to issuance of a building permit. Application forms for a zoning compliance certificate can be obtained by calling 785-309-5813.

The City of Salina Building Services Department is responsible for building permit issuance for the City of Salina and Saline County. Application forms can be obtained from the Building Services Department or from the City of Salina web site at www.salina-ks.gov. (click on department, Building Services, then Forms).

Certified Survey (Required for new towers only) – Survey must include:

- Legal Description of land owned or leased by tower owner.
- Easements (both public utility and recorded private).
- Tract dimensions.
- Base Flood Elevation if tract is in the floodway/flood fringe.
- Grid elevations if tract is in the floodway/flood fringe.

Site Plan: (Required for new towers, COWs & co-locates – not required for antenna replacement)*

Site plan must include the following information:

- Location of compound (fenced in area) as it relates to the tract (leased area) and roads and or streets (rights of way).
- Location of tower(s).

- Location of guy wire anchors.
- Location of buildings and or equipment
- Location of required parking (City of Salina requirement)
- Location of drive or roadways.

* Dimensions must be clearly marked on site plan for all of the above listed items.

Drawings: (Required for new towers, co-locates & antenna replacement**)

Towers are considered U-2 occupancies by the Uniform Building Code. The associated equipment buildings more than 200 sq. ft. will be considered S occupancies. The associated equipment buildings 200 sq. ft. or less that can be occupied are considered U-1 occupancies. Drawings must meet the following requirements:

- Towers must be certified by a Kansas licensed engineer for an 80 M.P.H. wind load. Building must be certified for an 80 M.P.H. exposure C wind load. See 1997 UBC Vol. 2 Section 1623 and table 16-H.
- Kansas State law requires all buildings except those related to agriculture and one-family and-two family dwellings to be designed by an architect licensed by the state of Kansas. All design drawings must bear the architect's stamp except accessory structures 120 sq. ft. or less. All structures must be indicated on the site plan. The addition of an accessory structure 120 sq. ft. or less to an existing cell tower compound does not require a building permit. All accessory buildings not requiring a building permit must meet all applicable building and zoning codes including floor elevation in flood zones. All accessory buildings up to and including 1,000 sq. ft. will be classified as U-1 occupancies since they are accessory to the tower and are generally not designed for human habitation. An Elevation Certification will be required for all buildings located in flood areas before a Certificate of Completion will be approved for the tower. All buildings must be adequately anchored to prevent uplift from wind and in flood areas, water. Verification must be furnished showing the building has been designed for an 80 mile per hour exposure C wind load, 20# ground snow load and 20# live roof load. Factory built structures of 200 square feet or less may rest on the ground but must be adequately anchored to prevent uplift. Buildings more than 200 square feet up to 400 square feet must be supported on concrete slabs with minimum 12" wide by 18" deep thickened edges containing a minimum of two grade-60 #4 bars continuous in the footings. Buildings more than 400 square feet must be supported on appropriately sized foundations extending at least 30" below grade.
- Foundation design for towers, guy anchors, buildings and platforms located in the floodway or flood fringe must be designed to compensate for hydraulic pressure and buoyancy. This is especially important for the guy anchor foundations. The structural engineer must certify that these elements are designed to compensate for flood conditions.

- All electrical design must be certified by a qualified design professional licensed in the State of Kansas. For pre-assembled packaged equipment units (enclosure and electrical equipment), certification by the manufacturer will be required.

**No additional drawings are required for antenna replacements of identical antennas.

FAA Determination:

An FAA Determination must be provided for both towers and antennas. A previous FAA Determination is acceptable for co-locates if the co-located antenna(s) does not extend above the height allowed by the existing FAA Determination.

Minimum Inspections Required:

- Footing inspections for tower and guy (aerial) wire anchors and for equipment building foundations.
- Rough electrical inspections.
- Final inspection for compound, tower, buildings and equipment.

Emergency Contact and Telephone Number:

A permanently mounted sign at least (24" X 30") is required indicating the emergency contact name and phone number. The sign must be readily visible at the entrance to the compound.

Elevation Certificate:

An elevation certificate from a Kansas licensed surveyor is required if the tower and or the equipment are in the floodway or flood fringe. The elevation certificate must certify that all components required to be at or above Base Flood Elevation (B.F.E) are at the proper elevation. The elevation certificate is required after the work is completed but prior to the final inspection.

Building Permit Fees:

City of Salina - A plan review fee is required at time of submittal. Please consult with staff prior to submittal to determine the plan review fee for your permit application. The fee for building permits will be based on the currently adopted City of Salina Building Services fee schedule. The currently adopted fee schedule is listed on the City of Salina web site. Building Permit fees are collected at the time of building permit issuance. Checks are to be made payable to the City of Salina.

Saline County – A plan review fee is required at time of submittal. Please consult with staff prior to submittal to determine the plan review fee for your permit application. Building permit fees in Saline County are calculated at 125% of the amount shown above for City of Salina building permit fees. Checks are to be made payable to the City of Salina.